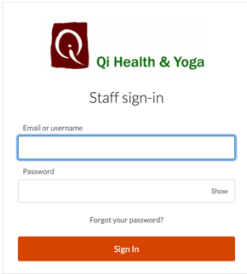

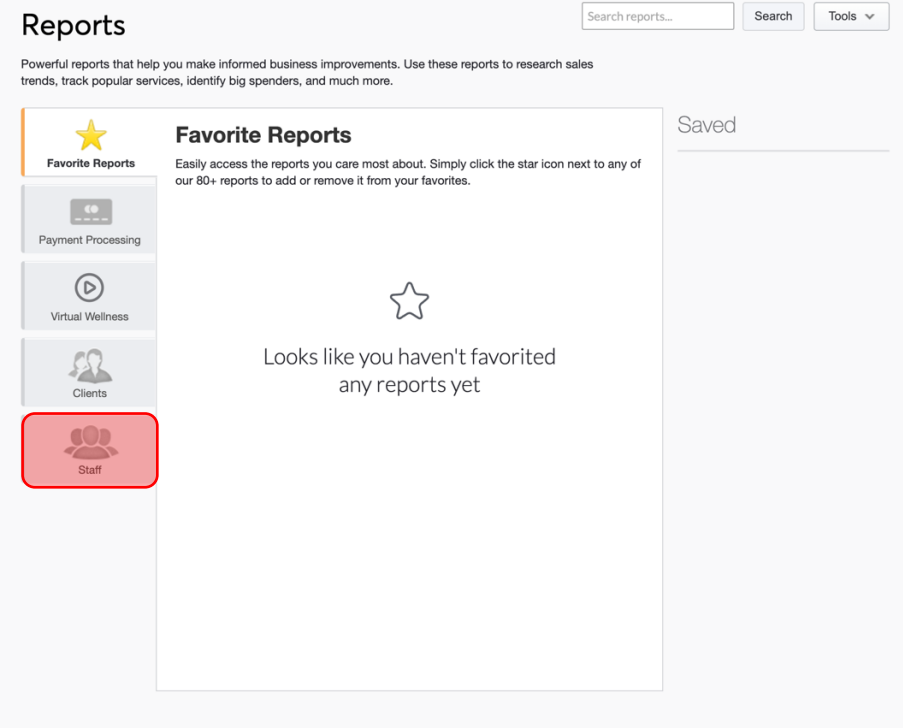


Instructions on how to run a payroll report in Mindbody

| | | |
|---|---|---|
| 1 | Login to Mindbody using your Instructor/Teacher credentials |  |
| 2 | Navigate to the "Reports" Tab |  |
| 3 | Select "Staff" Reports |  |

4 Select the "Payroll" report

The screenshot shows the 'Reports' page with a search bar and a 'Tools' dropdown. Below the header, there's a description: 'Powerful reports that help you make informed business improvements. Use these reports to research sales trends, track popular services, identify big spenders, and much more.' A sidebar on the left lists categories: Favorite Reports, Payment Processing, Virtual Wellness, Clients, and Staff. The main content area is titled 'Staff Reports' and includes a 'FILTERS' section with 'All Staff Reports', 'Productivity', 'Payroll', and 'Administrative'. The 'Payroll' report is highlighted with a red border. Below it are other reports: 'Schedule at a Glance', 'Time Clock', 'Ratings and Reviews', 'Phone Book', and 'Tasks'. A 'Saved' section is visible on the right.

5 Ensure that you have selected the following options when running the Payroll report

- All Pay Rates
- All locations
- Service Category = Yoga Classes

Start date = 1st of month
End date = last day of month

Click on **Generate** to run the report

The screenshot shows the 'Reports » Staff » Payroll' configuration page. It includes a breadcrumb trail, an 'Add to favorites' button, and a list of service categories: Pilates Classes, Teacher Training, Workshops, and Yoga Classes (highlighted in green). Below this are dropdown menus for 'All Pay Rates' and 'All locations'. The 'Start date' is set to 1/02/2021 and the 'End date' is 28/02/2021. There are checkboxes for 'Hide client payment info', 'Include inactive staff members', 'One staff member per page', and 'Show comp details'. At the bottom, there are navigation icons for 'Calendar Months', 'To-Date', and 'Rolling Averages' (365, 90, 30, 7 days). A 'Generate' button and export options for XLS, PDF, and Print are also visible.

6

Sample Report – **Single Location**
e.g. Freshwater only

Monday, 1 February 2021 – Sunday, 28 February 2021

| Teacher, Guest | | | | | | Edit Class Pay Rates | | Edit Appointment Pay Rates | |
|--------------------------------|--------------------------|-------------------------------|------------|-----------|----------|--------------------------------------|--|--|--------------|
| Class/Enrollments-- Freshwater | Pay rate: QJ Incremental | | | | | | | | |
| Class Date | Class Time | Class name | # Clients | # Comps | Base Pay | Bonus Pay | | | Earnings |
| Friday, 26 February 2021 | 7:30 am | Hatha_Yoga_(Moderate) | 11 | 1 | \$75.00 | — | | | \$75.00 |
| Friday, 26 February 2021 | 10:45 am | Yoga_Dynamic Hatha_(Moderate) | 8 | 0 | \$52.50 | — | | | \$52.50 |
| | | | | | \$127.50 | — | | | \$127.50 |
| Freshwater (2 Services) Total: | | | | | | | | | tot \$127.50 |
| | | | # Services | # Clients | # Comps | | | Base Earnings | Earnings |
| Total for Teacher, Guest | | | 2 | 19 | 1 | | | \$127.50 | \$127.50 |

7

Sample Report – **Multiple Locations**
e.g. Freshwater and Manly

Monday, 1 February 2021 – Sunday, 28 February 2021

| Teacher, Guest | | | | | | Edit Class Pay Rates | | Edit Appointment Pay Rates | |
|--------------------------------|--------------------------|-------------------------------|------------|-----------|----------|--------------------------------------|--|--|--------------|
| Class/Enrollments-- Freshwater | Pay rate: QJ Incremental | | | | | | | | |
| Class Date | Class Time | Class name | # Clients | # Comps | Base Pay | Bonus Pay | | | Earnings |
| Friday, 26 February 2021 | 7:30 am | Hatha_Yoga_(Moderate) | 11 | 1 | \$75.00 | — | | | \$75.00 |
| Friday, 26 February 2021 | 10:45 am | Yoga_Dynamic Hatha_(Moderate) | 8 | 0 | \$52.50 | — | | | \$52.50 |
| | | | | | \$127.50 | — | | | \$127.50 |
| Freshwater (2 Services) Total: | | | | | | | | | tot \$127.50 |
| Class/Enrollments-- Manly | Pay rate: QJ Incremental | | | | | | | | |
| Class Date | Class Time | Class name | # Clients | # Comps | Base Pay | Bonus Pay | | | Earnings |
| Friday, 26 February 2021 | 6:15 pm | Yin_Yoga | 9 | 3 | \$75.00 | — | | | \$75.00 |
| | | | | | \$75.00 | — | | | \$75.00 |
| Manly (1 Service) Total: | | | | | | | | | tot \$75.00 |
| | | | # Services | # Clients | # Comps | | | Base Earnings | Earnings |
| Total for Teacher, Guest | | | 3 | 28 | 4 | | | \$202.50 | \$202.50 |